

Aviation Institute

of Maintenance

School Catalog

Year 2011

Aviation Institute of Maintenance

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Aviation Institute of Maintenance
4455 South Boulevard
Virginia Beach, VA 23452-1159

This catalog is an official publication of Aviation Institute of Maintenance and is considered an extension and part of the *Student Enrollment Agreement*. As such, it is subject to occasional change at any time. It is recommended that each student fully read all the policies included herein along with the most recent attached supplements.

WELCOME

The faculty, staff, and your fellow students would like to take this opportunity to welcome you to Aviation Institute of Maintenance (AIM).

We understand this is an important first step in your commitment to continue your education. The skills learned at AIM will be your springboard to success in an exciting new career field.

As you read through our catalog and meet our staff, you will quickly learn the tradition that is the foundation of AIM. We want you to succeed! Our day and evening class schedules accommodate the working student.

When evaluating our school, you will see our programs combine basic theory with extensive hands-on application in labs which will prepare you for your new job, upon graduation. At AIM, we work with you toward a clearly defined objective. Our dynamic student body is a diversified group consisting of high school graduates, current employees in business, and those hoping to make a career change.

We invite you to visit Aviation Institute of Maintenance. Our admissions personnel will provide you with a guided tour and discuss with you, your goals and career objectives. You will see the facilities and equipment used during your training, meet our faculty and determine for yourself the quality of our educational facilities.

At AIM, you will study only those career related subjects necessary to complete your training. If you encounter problems on your planned road to success, we will be there to help you overcome those difficulties.

Our faculty and staff have a deep commitment to help you achieve your desired success. We encourage you to join the other successful graduates of Aviation Institute of Maintenance that have come before you. Your attainment of all your career related goals is also our desire. In this spirit, we invite you to join us at AIM.

Aviation Institute of Maintenance
Campus Executive Director

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HISTORY OF AIM

Our parent organization began within the area of education and career services in Norfolk, Virginia during 1969. Shortly thereafter, we moved from the financial district out to the suburbs where we remained until 1977. That year a new building was purchased in Virginia Beach to house the expanding group of companies. In 1986, the corporation was selected by INC. magazine as the 178th of the 500 fastest growing, privately help companies in America.

Since the purchase of our first aviation school in 1994, Aviation Institute of Maintenance (AIM) has become the largest group of aviation maintenance technician career schools that are approved by the Federal Aviation Administration (FAA).

Aviation Institute of Maintenance - Oakland campus is located near Metropolitan Oakland International Airport (OAK), ranked 33rd among America's busiest airports. The campus is specifically used for educational purposes, by teaching aviation maintenance to students from all over the world. The San Francisco and San Jose airports (ranked 3rd and 39th-respectively) compliment the opportunities for air travel and employment within the Bay Area. This region of Northern California provides excellent training and job opportunities within the aviation industry. The location is convenient and is situated near major road arteries for easy access.

Oakland is an excellent place to begin your aviation career as it provides an excellent quality of life, job opportunities in the aviation industry and an atmosphere filled with excitement and entertainment.

Aviation Institute of Maintenance graduates hundreds of Aviation Maintenance Technicians (AMT's) yearly. With a growing shortage of certificated AMTs critical to the airline industry, graduates can choose to work in the airline industry, or in other service technician positions that offer career opportunities for today and the future.



Corporate Headquarters - Virginia Beach

MISSION STATEMENT, SCHOOL PHILOSOPHY AND EDUCATIONAL OBJECTIVES

Our Mission at Aviation Institute of Maintenance

- We help adult students gain the skills and attitudes necessary for a meaningful entry level career position.
- We strive to be responsive to the needs of our students, area businesses, industries, and government.
- We are committed to high academic standards in all of our curricular offerings.
- We are dedicated to providing the services that support our students' efforts to succeed.

School Philosophy

Aviation Institute of Maintenance is a distinguished co-educational institution committed to the education and personal enrichment of each student. Students can succeed in our collegiate environment when properly motivated, taught to set goals, and encouraged to take responsibility for their own success in furthering their education. All aspects of the school are enriched with creating an atmosphere conducive to learning, while instilling a high degree of business ethics and professionalism. This facilitates the easy transition from a student to a professional in a career. The program offered is specifically designed to qualify graduates for a career position in government, business, or industry.

Educational Objectives

In accordance with the school's philosophy, the school is devoted to the following objectives:

- To motivate, educate, and develop students to their maximum potential while enrolled in their chosen field of study.
- To maintain all instruction in a job related environment to ensure graduates the greatest potential for employment in the occupational fields for which they are trained.
- To offer dedicated and qualified instructors who provide the tools of learning, which will enhance each students future success.
- To create an atmosphere for learning that is both personal and practical, while in a school that is friendly and informative in accordance with the Federal Aviation Administration guidelines.
- To establish high standards of education and training in order to maintain corporate satisfaction among the business community for the school's graduates.
- To enable students to establish self-independence through successful employment in their chosen career field.



**Aviation Institute of Maintenance
Oakland, CA**

Procedures

To apply for admission to the school, call or write for a personal interview. If you are under the age of 18, a parent or guardian should be present during the initial interview.

A completed Student Entrance Application must be accompanied by the initial application fee of twenty-five dollars. An Admissions Representative will conduct the preliminary interview and schedule subsequent appointments with a Finance Advisor and possibly the Campus Executive Director. If your application is rejected, you will be notified, and any fees paid will be fully refunded.

As a prospective student, the student is encouraged to review this catalog prior to signing an enrollment agreement. The student is encouraged to review the School Performance Fact Sheet, at the end of this section.

Normal Office Hours

Monday - Thursday 7:30 a.m. - 5:00 p.m.

Friday 8:30 a.m. - 5:00 p.m.

Requirements

Graduation from high school or a GED Certificate is required for admission. Students must be beyond the age of compulsory high school attendance. Students will be required to present evidence of graduation or of receiving a GED Certificate. Students under the age of eighteen years old must have an approved cosigner for enrollment. When applying students may need to provide work history, high school grades, references and a criminal background check.

In the past, it was determined that because there was no clear approval process for home schooling within most states, each school would be asked to make a rational decision on the validity of presented diplomas claiming to be valid Home School High School Diplomas. The policy at our institutions is the following; "Home schooled students must provide a state issued secondary school completion credential." If the State does not issue a secondary school completion credential, the student must provide a home schooling completion credential accompanied by documentation of State approval of the home schooling program before it will be accepted by one of our schools. Schools that are not approved by the state and are using the "home schooling" definition towards their claim of being a valid school are not exceptions. Their diplomas would need to be accompanied by documentation of State approval to be accepted as valid high school diplomas for the school to accept.

Acceptance Notification

An acknowledgment is immediately sent to the applicant upon acceptance for admission to the school. This may be a provisional acceptance until such time as a determination can be made regarding the acceptance of financial terms. Applicants agree to submit all information required by the school in order to process their application for enrollment. Applicants will be considered accepted students if they are allowed to attend the first day of class.

A prospective student's signed *Student Enrollment Agreement* does not constitute a contract until it has been approved by the Campus Executive Director.

Orientation

To help all incoming students adjust to the newness of our school, a special time is set aside for student orientation. This is held before the beginning of all program starts. During this orientation, the key administration and faculty are introduced to the students. New students are informed of policies and procedures of the school. The emphasis of the orientation is on ways that the student may achieve personal and academic success in school. This is the time when final details of registration are covered and all entering students are required to attend. New students will be notified of the date, time, and location of orientation.

Housing

The institution has no responsibility to find or assist a student in finding housing.

Advanced Academic Standing and Transfer of Credit

Any student that has earned credit at another college may submit their transcript for evaluation, in order to determine if credits previously earned are applicable to the current program requirements, prior to starting school. The potential student must obtain an Application for Transfer Credit from an Admissions Representative. The form must be completed and returned to the Admissions Representative for submission to the school's Registrar. A request for transfer of credit must occur by the first week of attendance. This will allow time for requested transcripts to be received at the school. The student must also provide a copy of the catalog description from the school where credit was earned for each course considered for transfer. All transcripts and catalog course descriptions must be received within the first five weeks of attendance.

Transfer credit may be granted if the course:

- Was completed with a grade of C or better at an accredited college provided that the course requirements are equal or superior to the requirements of a similar course offered by the school
- Meets the required credit hours for the course offered by the school
- Was not used to satisfy high school diploma requirements*
- Did not appear on the student's high school transcript*
- Is not a remedial course
- Was not taken to satisfy a freshman admissions requirement

The school reserves the right to accept or reject credits earned at other institutions of higher learning.

*This does not include courses taken in high school for college credit.

ADMISSIONS

Transfer of Credits within Aviation Institute of Maintenance Programs

A student transferring from one Aviation Institute of Maintenance program of study into another Aviation Institute of Maintenance program of study may request that earned credits be considered for transfer by completing an Application for Transfer Credit. Credits will only be considered for transfer if the course in the program the student is exiting has a clock hour value equal to or greater than a similar course in the program the student is entering. A student is allowed to transfer within the school between programs one time.

Transfer of International Credits

Transcripts from schools outside the United States and its territories must be evaluated by an independent evaluation service endorsed by the National Association of Credential Services, Inc. (NACES). The student is responsible for any fees associated with an NACES transcript evaluation.

Notice Concerning Transferability Of Credits And Credentials Earned At Our Institution

The transferability of credits a student earns at Aviation Institute of Maintenance is at the complete discretion of an institution to which the student may seek to transfer. Acceptance of the credits the student earns in Aviation Maintenance Technology is also at the complete discretion of the institution to which the student may seek to transfer. If the credits that the student earns at the institution are not accepted at the institution to which the student seeks to transfer, the student may be required to repeat some or all of the coursework at that institution. For this reason the student should make certain that his/her attendance at this institution will meet his/her educational goals. This may include contacting an institution to which the student may seek to transfer after attending Aviation Institute of Maintenance to determine if the credits will transfer.

Credit Hour Conversion

Colleges and universities typically operate on a semester system, thus awarding semester credit. Aviation Institute of Maintenance awards semester credit. To convert quarter credits to semester credits, multiply quarter credits by two-thirds. Conversely, to convert semester credits to quarter credits, multiply the semester credits by 1.5. For example, a student who has earned thirty (30) quarter credits would earn twenty (20) semester credits at Aviation Institute of Maintenance. No more than 75% of a program may be satisfied by transfer credits.

Student Notification

Once a decision has been made regarding the transfer of credits, the student must be notified in writing via a completed Results of Transcript Evaluation form and must receive academic advising that addresses the results of the transcript evaluation and the implications. The student must sign the appropriate section of the Result of Transcript Evaluation form acknowledging that academic advising was received. All documentation must be included in the student's file.

Fees

Transfer of credits does not necessarily reduce tuition costs. A \$100.00 transfer credit fee is charged at the time of the transfer. The institution may award a military scholarship to all active duty and veteran students to cover the cost of the transfer of credit fee.

Application for Re-admission

Any student desiring to return to the school after an period of non-attendance must apply through the Office of the Campus Registrar. The student's academic, attendance, and financial aid records will be reviewed, and based on the findings, the Campus Executive Director at his/her discretion may permit a student to re-enroll. The student will be notified of the decision and all decisions will be final. Normally only one re-entry will be permitted.

Course Substitutions

Many changes occur daily both in business and education; therefore, it is impossible to guarantee long-standing provisions. The school reserves the right to modify courses in the best interest of the overall program upon sufficient notice to students and proper regulatory agencies.

The school reserves the right to make changes in course content, materials, organizational policy, tuition, instructors, administrative staff, and curriculum as circumstances dictate, subsequent to the latest publication of this catalog or its attachments.

Approvals and Memberships

- Federal Aviation Administration certified to operate an Aviation Maintenance Technician School under FAA Regulations Part 147
- Aviation Technical Education Council (ATEC)
- Aviation Maintenance Technician Society (AMTS)
- Northrop Rice Foundation
- Aircraft Electronics Association (AEA)
- Approved as a private institution to operate by the Bureau for Private Postsecondary Education

The institution does not have a pending petition in bankruptcy, is not operating as a debtor in possession, nor has it filed a petition within the preceding five years, or had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

Additional Information

You may want additional information regarding the school and its programs. The following are the points of contact:

Job Placement Data	Campus Executive Director
Repayment Schedules on Loans	Campus Executive Director
Student Retention Data	Campus Executive Director

SCHOOL PERFORMANCE FACT SHEET

for
Aviation Maintenance Technician certificate program

Aviation Institute of Maintenance
9636 Earhart Road
Oakland, CA 94621-4549
(510) 553-9600

This program is new. Therefore, the number of students who graduate, the number of students who are placed, or the starting salary you can earn after finishing the educational program are unknown at this time. Information regarding general salary and placement statistics may be available from government sources or from the institution, but is not equivalent to actual performance data.

WAYS TO FINANCE YOUR EDUCATION

Not everyone may be financially able to afford the ever-increasing cost of many colleges and universities. However, they can afford to attend Aviation Institute of Maintenance to learn the needed skills in order to compete in today's job market. If students really want to improve their skills through education, then there is a way to be found. No investment in the future can pay higher dividends than the right type of training at the beginning of a new career.

The school has a highly skilled staff fully informed to help you on all of the loan plans, scholarships, and grants. This staff is knowledgeable on educational programs for vocational rehabilitation, and other sources of which the average student might not even be aware. They can provide advice and assist in financial help where it might not have been thought possible. The essential ingredients are desire and a positive attitude. Those students in need of financial help are urged to contact the school as early as possible.

How You Can Afford to Attend Aviation Institute of Maintenance

1. Work and study at the same time.
2. Monthly payments from family who can help or your own personal resources.
3. Railroad retirement benefits if parents qualify.
4. Qualify for a competitive scholarship.
5. Currently employed with a company that has a tuition reimbursement plan.

Prospective students and their parents are encouraged to meet with the Campus Executive Director. Applications for all financial assistance are available from the Campus Executive Director. Many types of financing are available for qualified students.

Scholarships

Any student in good standing may apply for a \$100.00 scholarship grant which goes toward their tuition at the school. In order to apply, a student must have a B average and must not have more than a three percent absence rate. An essay must be submitted on one of the following subjects:

"Why I Chose Aviation Institute of Maintenance to Continue My Education"

"How Aviation Institute of Maintenance Has Helped Me"

All applicants will be reviewed jointly by the Campus Executive Directors and one outstanding student will be selected among the entire student body 30 days prior to each graduation ceremony.

Payment Plans

The school has tuition payment plans available for students who may need to use their income from a part-time job or from family or personal resources to pay-as-you-go. There are also private, non-federal loan sources available. A plan tailored to meet the

student's needs while attending school can be arranged. However, this may include loan origination fees and interest at normal consumer loan rates. We want to help you attend the school. Check with the Finance Advisor for full details on tuition payment schedules.

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

Disclosure Statement

PROMISE TO PAY

The student promises to pay Aviation Institute of Maintenance (the school) the total principal sum of the Loan which includes amounts credited to pay for tuition, other fees and books at Aviation Institute of Maintenance under the terms of this Promissory Note (the "Note"), and the related Disclosure Statement which is incorporated herein by this reference. The student understands that a \$35.00 NSF fee will be assessed for each payment on this Note returned for any reason, including but not limited to insufficient funds or stop payment order. When and as permitted by applicable law, the student agrees to pay the school reasonable attorney's fees, court and other collection costs that the school may incur when enforcing the terms of this Note if the student is in default. The student understands that if his/her Gap balance is \$1000.00 or less he/she will be not required to make payments while in school and if the student's Gap balance is over \$1000.00, the student will be required to cover the balance with an outside alternative loan. The student understands that if he/she subsequently receives federal financial aid from another lender or federal student loan program to pay for the academic period covered by this Note, Aviation Institute of Maintenance is authorized to transfer loan proceeds received from such lender to the student account at the school which the student understands the school will apply to reduce his/her balance under this loan.

Financial Aid

The institution does not participate in federal or state financial aid programs.

Tuition Charges

A current schedule of tuition and fees is provided as a supplement to this catalog. The school reserves the right to modify such tuition and other charges upon sufficient notice.

The tuition obligation for the program, begins on the first day of each respective term. The student will be charged an additional pro-rata amount for courses repeated or for courses taken that cause the student to attempt more credit hours than the credit hours listed in the agreement. The school may assign this agreement to a bank or other third party. No such transaction will alter the refund policy contained in this agreement. Any unpaid tuition becomes due and payable in full, less any applicable refund, upon the last day of class attendance. A finance worksheet will be given to each prospective student indicating how the student will be able to meet their financial obligation to the school. If a promissory note is indicated, the promissory note will become a part of the *Student Enrollment Agreement*.

Students who do not pay in accordance with the foregoing terms or by a payment plan agreed to between the student and the school are subject to dismissal at the discretion of the Campus Executive Director. The school reserves the right to withhold graduation services, placement assistance, and other services for failure to meet financial commitments. Unless other arrangements have been satisfactorily made, all outstanding unpaid tuition is due and payable in full, immediately, no later than the last day of classroom instruction.

Tuition costs include the use of equipment needed for class. Textbooks and tool kits are not included in the tuition. They may be purchased from the school. A listing of the books and publishers for each course in the program is available to the students on the campus information website. The cost by program is listed in the catalog supplement and in the *Student Enrollment Agreement*. A listing of personal consumable supplies and testing fees necessary for each program and estimated costs may also be found in the attached catalog supplement.

Cancellation, Termination Withdrawal, and Refund Policies

As an institution that does not participate in the federal student financial aid programs:

(a) The institution shall advise each student that a notice of cancellation shall be in writing, and that a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.

(b) The institution shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars (\$250), if notice of cancellation is made through attendance at the first class session, or the seventh class day after enrollment, whichever is later.

(c) The institution, as per the refund policy, shall return unearned institutional charges if the student cancels an enrollment agreement or withdraws during a period of attendance. The refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund.

Cancellation Policy

If the student is rejected for admissions, all monies previously paid will be refunded. **STUDENT'S RIGHT TO CANCEL**-If the student cancels this agreement by written notice to the Campus Executive Director at the above campus address within 7 calendar days from the date of signing the *Student Enrollment Agreement*, excluding legal holidays, or through the attendance of the first class session, all monies paid will be refunded less the amount for fees/deposits allowed by state law, not to exceed \$250. If the student has not previously visited the school, then these days commence from the time of the student's first visit or the student's regularly scheduled orientation, whichever occurs first.

Termination Policy

The student must comply with school rules and regulations during the program of study. The school may cancel this agreement and suspend the student in the event the student fails to comply with the rules and regulations as stated in the current catalog. The student may also be suspended for failure to maintain satisfactory academic progress or non-payment of tuition and fees. Such suspension/termination for valid reasons does not relieve the student of financial obligations to pay all tuition due per the school refund policy.

Withdrawals Policy

FAILURE TO ENTER - If an accepted student does not enter at least one class to begin the program, the full amount of prepaid tuition and prepaid fees will be refunded. If a student fails to enter at least one class at the beginning of a new semester, any prepaid tuition and fees for that semester will be refunded.

WITHDRAWAL - The student's last date of attendance will be the last day of documented academic activity or the date of formal withdrawal (written notification), whichever occurs first, unless otherwise regulated by a third party. In case of dismissal for disciplinary reasons, failure to maintain academic progress, or violation of school rules and policies as outlined in this catalog, the student's last date of attendance will be the date of dismissal. If the student is considered a withdrawal, per the policy described, the school will send the student an invoice of the amounts owed to the school and payment options. All balances are due and payable 30 days after the last day of attendance. A 1.5% rate of interest per month will be incurred for balances not paid when due. In the event third party financing is found at a lower rate of interest than the established 1.5% per month, the student agrees to apply and accept such new terms from the third party lender.

TUITION

POSTPONEMENT - In the event a scheduled new class start date is postponed by the School for longer than 45 calendar days, applicants may cancel this contract and are entitled to a full refund of all monies paid.

Refund Policy

A pro rata refund shall be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student, calculated as follows:

1. The amount owed equals the daily charge for the program (total institutional charge, divided by the number of days in the program), multiplied by the number of days student attended, or was scheduled to attend, prior to withdrawal.
2. All amounts paid by the student in excess of what is owed as calculated shall be refunded.
3. All amounts that the student has paid shall be subject to refund less application fees and/or deposit not to exceed \$250.00, and any amounts paid for books, supplies, or equipment that are designated as non-refundable charges.

If the institution has collected money from a student for transmittal on the student's behalf to a third party for a bond, library usage, or fees for a license, application, or examination and the institution has not paid the money to the third party at the time of the student's withdrawal or cancellation, the institution shall refund the money to the student within 45 days of the student's withdrawal or cancellation.

The institution shall refund any credit balance on the student's account within 45 days after the date of the student's completion of, or withdrawal from, the educational program in which the student was enrolled. A "day" means calendar day.

Exam Fees

Upon successful completion of all required courses and graduation from the program, students may sit for their Federal Aviation Administration examinations. The cost for these exams is not included in the tuition and must be paid separately to the FAA designated representative by the student at that time. Sample costs that are accurate as of date of publication are included in the supplement.

Student Tuition Recovery Fund

The student must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to the student:

1. The student, who is a California resident, or is enrolled in a residency program, and prepay all or part of his/her tuition either by cash, guaranteed student loans, or personal loans, and

2. His/her total charges are not paid by any third-party payer such as an employer, government program or other payer unless he/she has a separate agreement to repay the third party.

The student is not eligible for protection from the STRF and is not required to pay the STRF assessment, if either of the following applies:

1. The student is not a California resident, or is not enrolled in a residency program, or
2. His/her total charges are paid by a third party, such as an employer, government program or other payer, and he/she has no separate agreement to repay the third party.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by California residents who were students attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

The student may be eligible for STRF if he/she is a California resident or is enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

STUDENT SERVICES

The school provides instruction to all students in their chosen field of study. However, for a well-rounded education, this is not restricted to what is provided within the confines of the classroom. Additional assistance and guidance are offered from the first day of class right up to the date of graduation.

Advising

Student advising is a continuing service offered at no additional charge by the school. Academic, vocational, and personal guidance is available to all students during their attendance at the school. This process begins with the Admissions Representative advising a new student regarding the available programs of study.

Academic and personal advising continues throughout the student's enrollment at the school. Tutoring assistance is continuously available to all students requesting such aid. Regular class attendance is a prerequisite for such tutoring.

A schedule will be posted when they are available to provide academic advising to students. This advising time will be scheduled outside of the normal class time.

Career Services

One of the most important services offered by the school is that of career assistance, which is available at no additional cost to all students and graduates. While no school can guarantee a job after graduation, everything possible is done to assist new graduates in securing a career position to satisfy their dreams and aspirations.

Students are taught, through a self-directed career search plan, on the proper method of marketing their newly learned skills to a potential employer. This plan, in addition to personal interviews arranged between the student and corporations, is responsible for the excellent results attained by the school.

The school is responsible for assisting all students in securing permanent career employment upon graduation. The school reserves the right to withhold all career assistance from students not meeting their financial obligations to the school, or not completing their FAA requirements for certification.

Student Portal

The Student Portal will serve as the primary communications device between the school and the student. Items, traditionally mailed or handed out (i.e. grades and loan disbursement notifications) will be available for viewing on the student portal. Students may view/print these items from home or, in the case a student does not have access to a computer and/or printer, view/print these items from a computer located at the school. Access to the student portal will be demonstrated at orientation.

Student Rights and Responsibilities

STUDENTS HAVE THE RIGHT TO:

1. View their student record that will contain: an admissions file, an academic file and a financial file. Each file will contain all documents required by state, federal and accreditation regulations.
2. Examine their own academic and business office files in the presence of a school official. Student records will be maintained at the school for a minimum of 5 years.
3. View their official transcript for all formerly enrolled students (i.e. graduates, terminated, withdrawn). This transcript will be securely maintained indefinitely and protected against damage, loss or school closure.
4. Request copies of their transcripts. These will be marked "Issued to Student" and will not be certified copies.
5. Request certified copies of transcripts. Certified copies are to be mailed from the school to the address indicated by the student. Each student will receive one complimentary certified transcript upon request. All others will be provided upon receipt of a \$5.00 fee for each transcript.
6. Be treated with respect, tact, honesty, maturity, and patience.
7. Submit grievances for resolution to the appropriate school officials. See grievance procedure section in index for published policy.
8. Receive course and schedule advising from a faculty member.
9. Request and receive career advising from the Career Services Office.
10. Request and receive academic advising from a member of the faculty on matters related to study skills and academic success.
11. Know their academic grade point average and progress toward graduation at any time.
12. Know the objectives and grading criteria of any class in which they are enrolled.

IT IS THE STUDENTS' RESPONSIBILITY TO:

1. Attend classes regularly and enthusiastically.
2. Complete all assignments made by instructors.
3. Be familiar with all institutional policies and adhere to them.
4. Be familiar with the school's financial policy, complete the process promptly, and return all forms to the proper place.
5. Notify the school of any change in address or phone number.
6. Notify the Campus Executive Director and instructors of matters affecting classroom performance or attendance.

STUDENT SERVICES

7. Notify the instructors or the Campus Executive Director of any unresolved grievance.
 8. Approach problems, needs, and difficult situations with maturity, tact, and patience
 9. Treat the school, its equipment, and personnel with the respect and courtesy they would treat their own home, furniture, and guests.
 10. Familiarize themselves with the posted regulations related to fire exits and to participate in any related drills and practices.
 11. Present themselves in a professional manner and wear program uniform (when required) at all times while in the classroom/laboratory.
6. Using the school computer in any way that could do damage to future success of our companies, harm any individual in the school, or affect any of our companies professional image.

Tutoring

Free personal tutoring is offered to all students in need of additional academic assistance. This is normally performed outside of regular classroom hours either on a one-to-one basis or sometimes in small group sessions. Regular class attendance and participation is the only prerequisite for such free tutoring. For additional information regarding such assistance in any subject area, students should discuss the request with either their instructors, the Lead Instructors, or the Campus Executive Director.

Retention of Student Records

While physical student records are retained at the school, permanent electronic records to include the official transcript, are accessible at the school, but stored on network servers at the corporate office in Virginia with offsite backup. This procedure ensures that copies of all records are kept at more than one location and are retrievable should any storage location be destroyed by fire, vandalism, or other peril.

Student Computer Usage Policy

The computers that are supplied by the school, whether desktop or laptop, are to be used for school-related activities only. The school has the right to monitor e-mail and internet use including incoming and sent e-mails, and individual web sites visited. The student has no right to privacy to any document sent or received on a school computer. It is necessary to monitor student's computer usage for many reasons, including monitoring the school's non-harassment policy. Any student that is found to have misused the school computers is subject to discipline, up to and including expulsion.

Misuse of the school computers includes but is not limited to:

1. Downloading or printing copyrights materials (including articles and software) that would violate copyright laws.
2. Sending, receiving, printing, or distributing, offensive or harassing statements or language including disparagement of others based on age, race, religion, national origin, sex, disability, political beliefs, or marital status.
3. Operating a business, usurping business opportunities, or soliciting money for personal gain.
4. Sending chain letters, gambling, or engaging in any other activity in violation of local, state or federal law.
5. Sending, receiving, printing, or distributing sexually oriented messages or images that could be considered obscene, or harassing.

Learning Resource Center

All AIM campuses subscribe to the Library Information Resources Network (LIRN) receiving Internet library services. These services currently provide resources from Infotrac Search Bank: Business and Company Resource Center with PROMT and Newsletters, Computer Database, seven selected Custom Newspapers, Expanded Academic ASAP, General Business File ASAP, Health and Wellness Resources Center, Health Reference Center Academic, Literature Resource Center, Newsletters ASAP, Opposing Viewpoints Resources Center, and Student Resource Center-Gold; ProQuest Direct: Psychology Journals; The Electric Library (Selected periodicals, reference books, maps, pictures, newspapers from around the world, and transcripts of news and public affairs broadcast); and Bowker's Books in Print.

Additionally, the campus' decentralized Learning Resource Center provides computer access to the vast array of publications provided by the Federal Aviation Administration via the internet, as well as electronic and hard copy technical manuals pertinent to the aircraft, engines and components used in the program. Technical material collections may be located adjacent to the appropriate work areas. Media presentations on a variety of related topics are available on the library computers and playback equipment located in the Learning Center.

Student Lounge

The student lounge is continuously open to all students for relaxation between and after classes. Vending machines provide snacks or refreshments are available for student use. Smoking is not permitted in the lounge or elsewhere throughout the school buildings.

Transportation

For those students with access to automobiles, parking is available at no cost. Our school is within access of public transportation; however, many students find it convenient to commute with their classmates.

STUDENT SERVICES

Student Conduct and Personal Appearance

In enrolling, the students agree to conduct themselves in an acceptable manner and to maintain an appearance which will allow the school to recommend the graduate to prospective employers as a courteous, considerate, and well-mannered individual. Personal appearance and good grooming are essential to success in the business world. Students are expected to be neat, clean, and dress consistently with the type of clothing that would be required in a modern maintenance facility. Many employers visit the school to interview students for jobs, and as guest lecturers. It is, therefore, important that the student body convey a professional image at all times. Mature business-like conduct is expected throughout the school. Any display of behavior that disrupts the classroom atmosphere is justification for immediate dismissal. Offensive language or a disrespectful attitude toward other students, faculty, or staff members will not be tolerated.

Students attending the school may not possess, sell, use, give away, or otherwise distribute illegal drugs or any alcoholic beverages on the school premises or during any school sponsored event.

Students may not possess any weapon (including but not limited to firearms, explosives, or knives) while on school grounds. Students who violate this policy or come to school under the influence of such substances are subject to suspension or termination. Smoking is permitted only outside the building. Students are not allowed to smoke in the classrooms, hallways, shops, hangar, or rest rooms because this imposes a danger to other students.

Students are expected to adhere to good housekeeping and safety rules. Loitering will not be permitted in the hallways, offices, rest rooms, or on any school property, and all noise must be held to a minimum. Eating, drinking, and smoking are never permitted within the classroom or shop areas at any time.

Students suspected of cheating in any form on academic work are subject to dismissal from school. Instances of plagiarism, cheating, lying, or stealing should be brought to the attention of a member of the faculty or the Campus Executive Director.

Student Disciplinary Action

Failure to meet standards of conduct acceptable to the school may result in disciplinary suspension.

1. The Campus Executive Director has the right to suspend a student immediately for failure to meet the school's standards of conduct.
2. The student shall be informed of the reason for suspension either in conference or in writing. In either case, documentation of the suspension will be noted in the student's academic file. The school will conduct an investigation into the matter to insure fairness and to determine if further action, up to and including permanent dismissal might be warranted.

3. The student has the right to appeal a disciplinary suspension to the Campus Executive Director in writing. The Campus Executive Director will consider this appeal as part of the investigation and when making a final determination of action.
4. If the Campus Executive Director or designee confirms the decision, the student may appeal to the Regional Director in writing within five days of the confirmation at 4455 South Blvd., Virginia Beach, VA 23452.
5. A student who is dismissed may apply for re-entry, where upon his application will be considered by the Campus Executive Director or designee.

Grievance/Complaint Resolution

The grievance/complaint procedure is an essential part of an effective educational system. At the school every safeguard is taken to protect this right of the student. The Campus Executive Director will ensure that no unfair actions will ever be allowed to occur to any student who has a grievance or complaint. All files pertaining to a student's grievance/complaint will be maintained by the school for five years. All grievances/complaints should be made in a timely manner in order to facilitate a fair response.

For grievances pertaining to academic matters, the student should:

- 1) contact the instructor(s) privately, either orally or in writing;
- 2) if the outcome is not satisfactorily resolved within three working days of this contact, the student should contact his/her lead instructor, Program Coordinator or Director of Education;
- 3) if this outcome is not satisfactorily resolved within five working days of this contact, then the student should contact the Campus Executive Director.

Administrative grievance/complaints should be addressed directly to the Campus Executive Director by either making an appointment with the Campus Executive Director or submitting the grievance/complaint in writing. The Campus Executive Director will meet with each party involved separately to solve the situation. Every effort will be made to resolve the grievance or complaint at this point. It is the school's desire to successfully handle all grievances/complaints on campus.

However, if the academic or administrative grievance/complaint has not been satisfactorily resolved within fifteen working days of contacting the Campus Executive Director, then the student should contact the AIM Regional Director. Contact of the AIM Regional Director should be made by sending the grievance/complaint in writing to: Aviation Institute of Maintenance Corporate, Attention: AIM Regional Director, 4455 South Boulevard, Suite 250, Virginia Beach, VA 23452.

STUDENT SERVICES

Unresolved Issues

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education Bureau for Private Postsecondary Education by calling toll free (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site www.bppe.ca.gov.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, (916) 431-6959 or fax (916) 263-1897.

Notice of Non-Discrimination

The school does not discriminate on the basis of race, color, national origin, sex, age, or disability in any of its programs or activities. The school provides policies and procedures that are compliant with the Civil Rights Act of 1964 (Title VI), the Education Amendments of 1972 (Title IX), the Age Discrimination Act of 1975, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990 (Title II and Title III). Any student who believes that she or he has been discriminated against has the right to seek relief and to be free from retaliation by members of the school community. The following person has been designated by the school to handle all inquiries regarding its non-discrimination policies: Corporate Director of Student Affairs, 4455 South Blvd., Suite 200, Virginia Beach, VA 23452, toll free (877) 604-2121 OR a person may contact the Federal Department of Education, Office of Civil Rights at <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm>.

Students with Disabilities

The school provides every opportunity for student academic adjustment and accommodation under the guidelines of the Americans with Disabilities Act and the Rehabilitation Act of 1973 Section 504. Any student who voluntarily discloses a disability during registration or their enrollment will be afforded all rights and protections. Students with needs for services or concerns may contact the campus-based Section 504 Liaison for information or the Corporate Section 504 Coordinator by mail at 4455 South Blvd, Suite 200, Virginia Beach, Virginia 23452; toll free at (877) 604-2121; or, by email at dirsafcorp@centura.edu.

Equal Educational Opportunity Policy

It is the policy of the school that there shall be no discrimination in regard to age, race/color, creed, sex, national origin, religion, or disability as to the admission or other treatment of its students, employees, or prospective students and employees. Such discrimination is also prohibited by federal law. Any complaint alleging failure of this institution to follow this policy should be brought to

the immediate attention of the Campus Executive Director.

The facilities and services of Aviation Institute of Maintenance meet the standards of the Americans with Disabilities Act (ADA) and reasonable accommodations are provided. Contact the Campus Executive Director to discuss specific needs or requirements. Any complaint alleging failure of this institution to follow this policy should be brought to the immediate attention of the Campus Executive Director. Employees may contact the Human Resource Department at 4455 South Boulevard, Suite 400, Virginia Beach, VA 23452, phone: 757-456-5065 or hrdirector@centura.edu.

Indemnification

The student releases and holds harmless the institution, its employees, its agents, and its representatives from and against all liabilities, damages, and other expenses which may be imposed upon, incurred by, or asserted against it or them by reason of bodily injury, property damage or property loss, which may be suffered by the student from any cause while enrolled in the school.

Weather Emergencies

The school may occasionally cancel classes because of a weather emergency. Instructors will make up any material missed to ensure completion of the entire course. Notice of such weather-related closings will be relayed via the method determined by the individual school at orientation.

Facilities

Aviation Institute of Maintenance - Oakland campus consists of two buildings, the administration and classroom space combine to offer approximately 8,313 square feet, while the hangar and shop area adds an additional 8,914 square feet of training space. Also, 8,796 square feet of aircraft ramp space is used for aircraft tie down and school projects. The students are afforded a comfortable student lounge which offers a relaxing view of aircraft activities right at their front door.

The campus is conveniently located at the Metropolitan Oakland International Airport within the San Francisco Bay area. Our campus is specifically used for educational purposes teaching Aviation Maintenance to students from all over the world. The classrooms and administrative spaces are air conditioned and well organized to facilitate an excellent training environment. The maximum number of student/teacher ratio as per the FAA in shop/lab is 25:1. There is no maximum requirement for classroom instruction.

ACADEMIC POLICY

Satisfactory Academic Progress (Qualitative & Quantitative)

In order to demonstrate satisfactory academic progress toward completion of a program, a student must maintain a specific over-all grade point average and must progress through the program at a specific minimum pace. Satisfactory progress is evaluated at the end of each term, and these standards apply to all students. The qualitative and quantitative evaluations measured at the end of each term are described below.

Required Grades

The minimum cumulative grade point average (CGPA) required for graduation is a 2.0 with a passing grade in every class section. For a program that is 3 or less terms, the minimum CGPA is 1.75 at the end of the first term. The minimum CGPA for the remainder of the program is 2.0. The minimum CGPA required for all programs greater than three terms is 1.0 at the end of the first term, 1.25 at the end of the second term, 1.5 at the end of the third term, 1.75 at the end of the fourth term, with a minimum CGPA for the remainder of the program of 2.0. If a student receives a failing grade for a class, the class section must be retaken. When a student repeats a class, the second grade will be substituted for the first for GPA calculation purposes.

Maximum Time Frame

The student must finish his/her certificate, diploma or degree program by attempting no more than 150% of the total credits required for completion of that program. Attempted credits include all credits attempted; transfer credits, repeat courses, withdrawals (official or unofficial), and credits earned without benefit of financial aid. If the student completes a program and decides to enroll in a new program, Satisfactory Progress measurement will begin with the new program. Any courses transferred in will count toward the academic progress as credits attempted. Developmental coursework is excluded from the calculation. For programs that are less than one calendar year in length, the rate of progress (ROP) will be monitored at the end of each term with the minimum ROP for the first term no less than 50% and no less than 67% for each subsequent term. For programs that are greater than one calendar year, the rate of progress (ROP) will be monitored at the end of each term with the minimum ROP for the first three terms no less than 50%, the fourth term at 62.5%, the fifth term at 65%, and no less than 67% for each subsequent term.

Attendance in any portion of a term will be counted as a term attempted. A student called to immediate active military duty will not have the term from which he or she withdrew counted as an attempt for the purposes of calculating the ROP. If at anytime the school determines that the student is unable to graduate from his/her program without exceeding the maximum time frame, the student will be dismissed from the program.

Probation Policy

If the student has failed to achieve the minimum CGPA requirements or the minimum ROP requirements, the student will be placed on academic probation for one term of instruction. During this probationary period, the student must maintain Satisfactory Academic Progress and meet the aforementioned minimum ROP & CGPA for that term.

If these conditions are met, the probationary status will be lifted. Failure to achieve satisfactory progress by the end of the probationary period will result in dismissal from the school. Probation requires that students be advised of terms and conditions of probation in writing and in person.

Appeals and Waivers

A student may appeal a determination that they are not achieving Satisfactory Academic Progress. The student must request the appeal in writing to the Campus Executive Director. The decision of the Campus Executive Director is final. The Campus Executive Director may grant a waiver of the SAP standards for the following mitigating circumstances: death of a family member, injury or illness, or other special circumstances.

Attendance Policy

Attendance, as it is defined by the U.S. Department of Education, is required to be taken by our schools. The School requires that daily attendance be taken for all FAA Part 147 scheduled classes. These classes are designated as Part 147 classes by the FAA. For classes that are not designated as Part 147 classes, the school is not required to take daily attendance but instead may take formal attendance on designated dates as described in each respective class syllabi. Attendance is also taken on any day that the student performs an academic related activity such as receiving tutoring, receiving an "in person" classroom assignment at the school or turning in a classroom assignment at the school. In addition, the school currently holds a "census" meeting during each grading period (module) where it is determined if a student should be withdrawn for attendance or other reasons. On this "census" date any work assigned, prior to the census date, should be checked for progress towards completion or additional areas where it is determined that a student may need extra help. In order for a student to be designated as a "complete" for F/A purposes a student must be scheduled for, attend and complete a scheduled class within the term. Documentation of the student's completion would be accomplished by the posting of an earned grade (A,B,C,D,F, I or P) within the term. A grade of U, W or T would not be an earned grade for this purpose. IF the student is not scheduled to attend the first module of the term, but is scheduled to attend a subsequent module within the term, documentation of this fact must be placed within the student file at the beginning of that term or the student will be withdrawn from school, during the first census, for reason of non attendance.

ACADEMIC POLICY

Regular attendance is expected and encouraged. Students are expected to participate during every class. Students that miss Part 147 classes must make up these Part 147 classes including making up parts of these classes that they did not attend. Students are responsible for all class assignments listed on the syllabus for all classes. It is the student's responsibility to initiate make up work. The student will receive a zero for any assignments not made up within the time frame specified by the instructor. Please refer to information regarding the attendance policy. In any circumstance, the date of determination to withdraw a student will never be later than either the census date that determined the student to be withdrawn, seven consecutive missed class days during the student's last scheduled class within the term (semester), or 14 days from the student's last day of academic attendance, whichever is sooner.

Make-Up Work

Students are required to attend all their Part 147 classes. Any class not attended detracts from the overall instruction being offered. Normally, instructors will make arrangements on the student's time, outside of class, to make up tests or other missed work. It is the responsibility of the student to contact each instructor and make appropriate arrangements before the next class meeting to complete any missed work. If an exam is not taken within 10 days from the date the exam was missed, a grade of zero will be recorded, and the student may have to retake the subject. A make-up test is an examination of equal or greater difficulty given in that subject area in lieu of an original exam.

In accordance with the regulations of the Federal Aviation Administration, all missed work in a subject must be made-up in order for the student to receive credit for that subject or module. All the classroom material missed during the absence shall be made-up in the specific area that was missed. Make-up work can be scheduled before class, after class, or on Fridays or Saturdays, with prior notice to the Campus Executive Director.

Only the instructor who assigned the make-up work will be able to give the students a satisfactory grade upon the completion of the make-up work. The Campus Executive Director may sign the completion of the make-up work in the event the instructor is unavailable. The instructor issuing the make-up work assignment will determine whether the assignment will be projects, questions, or essays, depending on the subject and the amount of time that was missed. All make-up work assigned should normally be completed within 10 days from the date the work was missed. This includes all tests, and practical projects which were not completed by the student before the end of the module. Failure to complete all make-up assignments within the ten days may result in the student being required to retake the entire module again. Any exceptions will be at the discretion of the Campus Executive Director. Although the school is charged with the reporting and enforcing of this policy, it is the primary responsibility of each student to maintain proper attendance and ensure make-up work is completed when required.

Repeat Policy (Recycle)

Students failing to achieve a passing grade in a class must repeat it. The failing grade will be averaged into their CGPA at the end of the module until the class is repeated. The new grade earned will replace the original grade and will be used to recalculate the CGPA at the end of the module.

Satisfactory progress must be maintained during the time the class is repeated in order for the student to remain enrolled. Hours offered continue to accumulate for possible refund purposes during any recycle period. Repeated classes are charged to the student at the cost-per-hour rate as documented in the *Student Enrollment Agreement*.

Graduation Requirements

To maintain satisfactory status leading to graduation, all students must complete the required number of credits in the appropriate courses with a passing grade. They must have abided by all the school rules and regulations and have satisfactorily met all financial obligations to the school. Students must have achieved a minimum cumulative grade point average of 2.0 (70%), made up all academic deficiencies (incompletes, failures, withdrawals, etc.)

Students are considered graduated upon successful completion of their program of study and having satisfactorily met all obligations to the school including payment of money owed to the school. A certificate will be awarded to each student during the graduation ceremony. Participation in such exercises is expected, unless they have been specifically excused by the Campus Executive Director. It is a very rewarding experience and students are encouraged to participate with their classmates.

Explanation of a Credit Unit

Each hour of credit is calculated utilizing semester credit hours. All semester credit hours in both the degree and certificate programs are calculated (for academic purposes) utilizing the following formula: 15 contact hours by lecture is equal to 1 semester hour credit; 30 contact hours in a laboratory is equal to 1 semester hour credit; and 45 contact hours in an externship is equal to 1 semester hour credit. Most classes also require homework and additional study outside of normal class hours.

A class/clock hour is one class period of a minimum of 50 minutes in length in which lectures, demonstration, laboratory, or similar activities take place. The school does not guarantee transferability of credits to any other college, university, or institution. It should, therefore, not be assumed that any courses or programs described in this catalog can be transferred to another institution. Any decision on the comparability, appropriateness, and applicability of credits and whether they should be accepted is the decision of the receiving institution.

ACADEMIC POLICY

Grading System

Students are graded based upon classroom participation, laboratory and project work, and written and/or skills examinations. The final grade for a course reflects a measurement of performance in achieving the necessary objectives of that course. Students are expected to complete all assignments and take each of the examinations. Program Coordinators will determine the policy regarding assigned work, taking into consideration the nature and objectives of the course. Documentation of a student's completion of a course is accomplished by the posting of an earned grade (A, B, C, D, F, I or P). Grades of U, W and T are not considered earned grades.

Final grades are issued based upon the following system. See chart below.

Any student receiving a grade of incomplete for not completing course work must make arrangements to make up the required work within 10 days of the last scheduled day of class. Failure to do so by such date will result in a failing grade for the course work for which an incomplete grade was received.

A student should understand that final grades for each module, as well as final grades for graduation, represent a weighted average of the student's overall lecture, lab, externship, and clinical grades. All grades reported by the instructor are included in a student's permanent records and are available to them at any time upon request.

When a student fails an exam, he/she may retake the exam. The retake will be an alternate exam. An exam may be retaken once, for

a total of two attempts. Regardless of the achieved passing grade on a retake, the posted grade will be 70%. A second failure requires a failing grade for the subject. All failed subjects must be retaken.

Honors and Awards

To graduate with honors, a student must attain a CGPA of 3.5 or above and be recommended by the Campus Executive Director. Those graduating with a 3.5-3.699 would graduate cum laude; those graduating 3.7-3.849 would graduate magna cum laude; and those who graduate with a 3.85-4.0 will graduate summa cum laude. Such scholastic achievement is so indicated upon the diploma distributed during graduation.

Outstanding graduates in each program of study are honored by the faculty at graduation commencement ceremonies. These achievement awards are based on the student's academic performance, character, and recommendations by faculty members. Perfect Attendance Certificates are awarded to those students who have not been tardy or missed any instruction since the first day of class in their respective program.

Students who are honored at these graduation ceremonies are encouraged to note those honors and awards on their resumes. Employers look for positive behavioral patterns when they make hiring decisions. These behavioral patterns include a positive attitude, a high level of school attendance, and a comprehensive knowledge of technical skills.

Scale	Grade	Grade Points	Description
100-90	A	4	Earned grade is considered excellent, and the student demonstrates mastery over most or all areas within the course.
89-80	B	3	Earned grade is considered good, and the student demonstrates understanding over much or all of the areas within the course.
79-70	C	2	Earned grade is considered average, and the student demonstrates basic understanding over much of the course material.
69-60	D	1	Earned grade is considered poor, as the student demonstrates some understanding of basic course information but not enough to demonstrate complete proficiency.
59-Below	F	0	Earned grade is considered failing, as the student failed to demonstrate proficiency in an adequate amount of course material to attain a passing grade.
P	P	0	Earned grade that indicates coursework was successfully passed.
	I	0	Temporary earned grade demonstrating that the student did not complete all course requirements and has been granted permission by the instructor to finish some course materials within 10 days of the end of the course, at which time another earned grade will replace the I.
W	W	0	Unearned grade that indicates the student attended the course, but withdrew at some point within the term and may or may not have been earning a passing grade at the time.
T	T	0	Unearned grade that indicates the student transferred credits in from a prior institution or program.
U	U	0	Unearned grade that indicates a student did not attempt the course; the course is considered unattempted.

ACADEMIC POLICY

Leave of Absence

In the rare occasion that a student needs to take a temporary break in their education, a Leave of Absence (LOA) may be issued under certain circumstances. There must be a reasonable expectation that the student will return from the LOA in order to qualify for an LOA. An LOA may be granted only for one of these four reasons, and the reason must be documented by the school:

1. Medical necessity
2. Active military duty
3. Jury duty
4. Employment reasons.

The following additional policies must be followed for any student placed on LOA:

- The effective date of an LOA can only be the first day of a student's term, never a date within the term.
- Students should always be encouraged to complete all coursework within the term before going on LOA, as all credits within the term will be considered "attempted" and will be assigned letter grades as described in the school's grading policy
- A student must request an LOA formally in writing, and it must accompany documentation of one of the reasons listed above.
- Prior to granting the LOA, the school must explain to the student the start and end dates of the LOA, the effects of the LOA on the students' academic progress (GPA, ROP, etc.), the effects of not returning from LOA, and all academic and financial implications of the leave.
- A return date must be agreed upon by the student and the school, stipulating when the student will return to the program.
- The return date for the LOA will always be on the first day of the students' new term.
- If the student returns on the designated return date, the student enters a new term code and is given a new term of scheduled classes.
- In the case that a student fails to return from LOA on the date scheduled to return, they will be dropped, using the date the student began the LOA as the last date of attendance (LDA) and the scheduled return date as the date of determination (DOD).
- Prior to granting the LOA, the school must explain to the student the effects that the student's failure to return from an LOA may have on the student's loan repayment terms, including the expiration of the student's grace period.
- When the student returns on the scheduled return date and is scheduled for a new term of classes, a new finance schedule for the new term may be necessary.

- A leave of absence may not be longer than 180 days. A student may be granted more than one leave of absence in the event unforeseen circumstances arise. A student may not exceed 180 cumulative days in a 12 month period. The 12 month period begins on the first day of the student's initial leave of absence.

Withdrawal

If a student finds it necessary to withdraw from school before completing their courses, the student is requested to submit written notice of withdrawal to the Campus Executive Director. The effective date of the withdrawal will be the date of the written notification. If the student does not submit written notification to the school, this is considered an unofficial withdrawal, and the last date of attendance will be the last day of documented academic activity. Any possible tuition refund and final grade determination are based upon this last date of class attendance or withdrawal notification. It will be necessary to have an exit interview with the Campus Executive Director or Finance Advisor to resolve all academic and financial matters.

Dismissal

The school reserves the right to terminate a student's enrollment for excessive absenteeism, destruction or theft of school property, failure to maintain required academic progress, consumption or possession of alcoholic beverages, illegal drugs, or any weapon (including but not limited to firearms, explosives, or knives) while on school grounds or the failure to follow school rules and policies. Furthermore, a student may be terminated for inability to meet required financial obligations or behavior inconsistent with professional business standards which may prove to be disruptive to academic progress.

Such a termination for valid reasons does not relieve the student of the financial obligation to repay all tuition due per the school refund policy. In the case of dismissal for disciplinary reasons, the refund policy will be the same as for withdrawals.

Administrative Decisions

The school reserves the right to make any necessary changes in the policies, tuition, or fees upon proper notification of the appropriate regulatory agencies, if required. Any course is subject to cancellation if registrations do not justify continuation of the class. Normally, a minimum of eight students is required for a class to be scheduled. The school reserves the right to make changes in the equipment and curriculum to reflect new technology, to reset class schedules and hours, to consolidate classes and to change locations.

Hours of Operation

The school operates from Monday through Friday on a weekly basis. The students are scheduled for classes that start on a five week modular calendar.

All classrooms and facilities are available for individual study during normal class hours (or by special arrangement), with the exception of the shop, which requires instructor supervision.

Arrangements for shop use must be coordinated through the Director of Education. Classes are scheduled as needed in accordance with the school calendar. The school reserves the right to change the school calendar as necessary.

A student may begin training at almost any time of the year. Since the school is in continuous operation throughout the year, it makes it possible to get started, trained, and on the job sooner. All students may use the school facilities, with the exception of the shop, for study and other school related activities during normal school hours while they are not attending classes.



PROGRAMS OF STUDY

AVIATION MAINTENANCE TECHNICIAN

Aviation Maintenance Technician

Most travelers hardly think twice about flying thousands of feet above the ground. The confidence they have in the aircraft is a tribute to the mechanics who keep the airplanes in the highest operating condition. You cannot keep them flying in the air without the right aircraft mechanics on the ground to insure everything is working as intended.

AIM's Aviation Maintenance Technician (AMT) program is designed to provide our students with the proper knowledge and skill levels to excel in their chosen career field as an AMT or as a Service Technician. This training prepares our students with the proper knowledge and skill levels required to pass the test administered by the Federal Aviation Administration (FAA) to gain entry level employment in aviation and other maintenance fields as Inspectors, Installers, Parts Managers, Equipment or Service Technicians.

All instructors are fully FAA Certified Airframe and Powerplant Mechanics that have years of practical experience maintaining a long list of highly complex aircraft. The curriculum taught by the school relies greatly on many hours of actual hands on training in the shop areas. During this lab instruction, students are trained using much of the latest equipment utilized throughout the aircraft industry. They are taught on aircraft engines ranging from the earlier used radials, to opposed reciprocating powerplants, modern turbo props, and pure jet engines. Students often work on carburetors, magnetos, turbo chargers, and other complex equipment commonly found on aircraft.

AMTs are certified by the FAA and work for a variety of industries that require highly skilled technicians. The most recognized among these are major and regional air carriers, general aviation, manufacturers, industrial trades, and the U.S. government. They are trained to service, repair and overhaul aircraft components and systems, including the airframe, piston engines, turbine engines, electrical systems, hydraulic systems, propellers, instrumentation, warning and environmental systems. This career requires someone who has a desire to work with tools, an appreciation of the importance of carefully doing a good job, and a desire to learn new challenges.

In not much more than a year, you can graduate and become eligible to take your FAA certification tests. Your new FAA certification will qualify you for an exciting career as an AMT or for a variety of other related positions. This can be the ticket to a well paid position, perhaps with major airlines, good benefits for the family, and often complimentary free travel during spare time.

Aviation Maintenance Technician Oakland Campus 20 Months

Aviation Maintenance Courses	Clock Hours	Credit Hours
Mathematics	30.0	1.5
Aircraft Physics/Aircraft Weight and Balance	60.0	3.0
Aircraft Drawings	30.0	1.5
Materials and Processes	60.0	3.0
Cleaning and Corrosion Control	30.0	1.5
Maintenance Publications & Fluid Lines	60.0	3.0
Ground Operations and Servicing	30.0	1.5
Basic Electricity	120.0	6.0
Aircraft Fundamentals	30.0	1.5
Metallic Structures	120.0	6.0
Non-Metallic Structures	120.0	6.0
Hydraulics & Pneumatics Power Systems	60.0	3.0
Cabin Atmosphere Control Systems	60.0	3.0
Communication and Navigation Systems	30.0	1.5
Landing Gear Systems	90.0	4.5
Assembly and Rigging	60.0	3.0
Airframe Inspection	60.0	3.0
Aircraft Fuel and Instrument Systems	90.0	4.5
Fire Protection Systems	30.0	1.5
Electrical Systems	90.0	4.5
Ice and Rain Protection Systems	30.0	1.5
Powerplant Fundamentals	30.0	1.5
Aircraft Reciprocating Engines	120.0	6.0
Aircraft Turbine Engines	120.0	6.0
Induction and Exhaust Systems	60.0	3.0
Ignition and Starting Systems	60.0	3.0
Fuel Metering Systems	60.0	3.0
Lubrication and Cooling Systems	60.0	3.0
Aircraft Propellers	60.0	3.0
Powerplant Inspection	60.0	3.0
Mathematical Science and Technology Applications	60.0	2.0
Physical Sciences & Documentation Applications	60.0	2.0
Professional Communications & Human Factors	60.0	2.0
Engineering and Fabrication Applications	60.0	2.0
Inspection and Quality Control Applications	60.0	2.0
Systems and Overhaul Applications I	60.0	2.0
Systems and Overhaul Applications II	60.0	2.0
AMT Capstone	30.0	1.0
Total	2370	111.0



COURSE DESCRIPTIONS

Aircraft Drawings

A study into the charts, diagrams and text, which show the area dimensions, stations, access doors, zoning and physical locations of the major structural members of the aircraft. Includes an explanation on the system of zoning and measurements used.

Aircraft Fuel and Instrument Systems

Aircraft and Engine fuel systems and components, including tanks, lines, pumps, valves, selectors, and quantity indicating systems. Basic aircraft and engine instrument theory, operation, installation, and troubleshooting.

Aircraft Fundamentals

An introduction to aircraft types, nomenclature and basic aerodynamics.

Aircraft Physics/Weight and Balance

Basic principles of physics for mechanics such as simple machines, heat dynamics, fluid and gas laws, work and power, and air pressure. The basic principles of aircraft weight and balance are presented along with the process required to locate weight and balance information, safely weigh an aircraft, and compute the center of gravity in various configurations.

Aircraft Propellers

A study of the construction, inspection, checking, servicing and repairing of fixed pitch, constant speed, feathering controls, and governing systems.

Aircraft Reciprocating Engines

Overhaul, operation and installation of aircraft reciprocating (piston) engines.

Aircraft Turbine Engines

This study provides an understanding of various types of turbine engine constructions and overhaul. Includes disassembly, inspection, checking, reassembly, testing, repair troubleshooting, removal and installation of turbine engines.

Airframe Inspection

Conduct conformity inspections of aircraft and powerplants, including required research and maintenance record entries.

AMT Capstone

This course provides the student with a final preparation toward success toward passing the FAA oral and practical examination, professional development, job preparedness, and continuing education beyond the A&P certificate. The course provides practical guidance on passing the oral and practical FAA exams, and it provides additional instruction on topics that are crucial for a successful career in aviation maintenance. The course offers additional instruction and mastery of reciprocating engine maintenance, propeller systems, powerplant inspection procedures and additional support within Powerplant topic areas to bolster theoretical instruction. The student should leave the course fully prepared to pass the FAA certification exam.

Assembly and Rigging

Assembly, rigging and verifying proper alignment of fixed and movable portions of the aircraft structure.

Basic Electricity

An introduction to electrical theory and operation. Learn to calculate and measure voltage, current, and resistance; build and analyze simple circuits, and use electrical schematics. Includes instruction in Alternating Current Electricity, its theory, operation, associated components as well as basic electronics theory and solid state devices.

Cabin Atmosphere Control Systems

Theory, operation and maintenance of air conditioning, heating, oxygen and cabin pressurization systems.

Cleaning and Corrosion Control

A study of various types of corrosion, causes and corrective measures used to control corrosion of different types of metals in aircraft construction.

Communication and Navigation Systems

Fundamentals of aviation electronics systems (avionics), theory of operation, use, installation, testing and servicing.

Electrical Systems

Study of electrical supply and production systems found on aircraft. Theory and applications of motors, generators, alternators and voltage regulation.

Engineering and Fabrication Applications

This course provides the student with experience and practice of content learned within the engineering and fabrication portion of the Aviation Maintenance Technology program. This practical application provides both a complete understanding of concepts and direct preparation for the FAA certification examination in these areas. This will include a review of the fundamental skills and knowledge within the various areas tested under the certification exam, as well as hands-on preparation for the oral and practical exam. The course offers additional instruction and mastery of aerodynamics, metallic and non-metallic structures, hydraulics and pneumatics, welding, control systems, communication and navigation systems, landing gear and additional support within Airframe topic areas to bolster theoretical instruction. The course completes the student's comprehensive understanding of aviation theory in order to prepare them for certification.

Fire Protection Systems

A study of aircraft and engine fire protection systems and their components, including inspection, repair, and service of these systems.

Fuel Metering Systems

Theory of operation, construction, overhaul, maintenance and adjustment of fuel metering devices such as float type carburetor's, pressure carburetor's, fuel injection systems, used with reciprocating engines and turbine engine fuel control used with turbine engines.

Ground Operations and Servicing

A presentation illustrating aircraft services procedures; ground handling of aircraft and safety procedures.

Hydraulic and Pneumatic Power Systems

Theory, operation and repair of hydraulic and pneumatic power systems.

Ice and Rain Protection Systems

The study of aircraft installed systems designed to prevent icing of airframes and engines. Maintenance and servicing of these systems is covered as well as atmospheric conditions that lead to precipitation icing in flight.

Ignition and Starting (Ignition and Starting Systems)

The study of engine ignition and starting systems as they relate to reciprocating and turbine engines.

Induction and Exhaust Systems

Study of reciprocating engine baffles, carburetor heat, heat exchangers, superchargers and turbo chargers, intake, turbine engine exhaust, thrust reverser systems and engine cooling systems.

Inspection and Quality Control Applications

This course provides the student with experience and practice of content learned within the engineering and fabrication portion of the Aviation Maintenance Technology program. This practical application provides both a complete understanding of concepts and direct preparation for the FAA certification examination in these areas. This will include a review of the fundamental skills and knowledge within the various areas tested under the certification exam, as well as hands-on preparation for the oral and practical exam. The course offers additional instruction and mastery of assembly and rigging, aircraft inspections, fuel and avionic instructions, autopilot systems, fire safety and additional support within Airframe topic areas to bolster theoretical instruction. The course completes the student's comprehensive understanding of aviation theory in order to prepare them for certification.

Landing Gear Systems

Theory, operation, service, and repair of landing gear, retraction systems, wheels, tires, brakes, struts, anti-skid systems, and shocks.

Lubrication and Cooling Systems

This study includes lubrication characteristics, engine lubrication, external units, filters, dilution, and oil temperature controls.

Maintenance Publications and Fluid Lines

The student is introduced to the use of technical literature, FAA publications, forms and records, microfiche, and Federal Aviation Regulations regarding maintenance personnel. Provides an introduction to the types of rigid and flexible lines and fittings used to convey fluids in aircraft systems, their installation, inspection and maintenance.

Materials and Processes

An introduction to the tools, hardware and materials used in aircraft maintenance and repair, to include proper handling and

inspection thereof and practical application of the various types of nondestructive testing of metals.

Mathematical Science and Technology Applications

This course provides the student with experience and practice of content learned within the mathematical sciences and technologies portion of the Aviation Maintenance Technology program. This practical application provides both a complete understanding of concepts and direct preparation for the FAA certification examination in these areas. This will include a review of the fundamental skills and knowledge within the various areas tested under the certification exam, as well as hands-on preparation for the oral and practical exam. The course offers additional instruction and mastery of mathematics, spatial relations, aviation theory, physics, corrosion, computer skills and additional support within General topic areas to bolster theoretical instruction. The course completes the student's comprehensive understanding of aviation theory in order to prepare them for certification.

Mathematics

This course addresses algebraic operations, fractions, exponents, roots, and geometric analysis as applicable to aircraft design, powerplant operations, and aeronautical physics.

Metallic Structures

Basic repair techniques for sheet metal structures. Basic metal joining process theory, weld inspection, and use of gas and arc welding equipment are introduced.

Non-Metallic Structures

Inspection and repair of wood structures, fabric and fiberglass coverings and application of protective or decorative finishes. Basic structural repair techniques for fiberglass laminates, plastics, and honeycomb materials, as well as some interior refinishing.

Physical Sciences and Documentation Applications

This course provides the student with experience and practice of content learned within the physical sciences and records maintenance portion of the Aviation Maintenance Technology program. This practical application provides both a complete understanding of concepts and direct preparation for the FAA certification examination in these areas. This will include a review of the fundamental skills and knowledge within the various areas tested under the certification exam, as well as hands-on preparation for the oral and practical exam. The course offers additional instruction and mastery of in basic electricity, electronics, tubing and fabrics, ground operations, FAA publications, AMT responsibilities and privileges, and additional support within General topic areas to bolster theoretical instruction. The course completes the student's comprehensive understanding of aviation theory in order to prepare them for certification.

Powerplant Fundamentals

An introduction to the types of powerplants used on aircraft, the nomenclature associated with these powerplants, their major components and operating cycles. Reciprocating, turbine and unducted fan type engines will be discussed.

Powerplant Inspection

Conduct conformity inspections of aircraft and powerplants, including required research and maintenance record entries.

Professional Communications and Human Factors

This course provides the student with fundamentals of career success within the aviation maintenance technology career, including guidance on passing the FAA oral and practical examination, human factors and aviation safety training, professional writing development, interviewing and job search skills, professional development and continuing education beyond the A&P certificate. The course provides practical guidance on passing the oral and practical FAA exams, and it provides additional instruction on topics that are crucial for a successful career in aviation maintenance. The student will begin researching employment opportunities within this course and consider whether advanced training within a degree program may be a fit for their professional goals.

Systems and Overhaul Applications I

This course provides the student with experience and practice of content learned within the systems and overhaul portion of the Aviation Maintenance Technology program. This practical application provides both a complete understanding of concepts and direct preparation for the FAA certification examination in these areas. This will include a review of the fundamental skills and knowledge within the various areas tested under the certification exam, as well as hands-on preparation for the oral and practical exam. The course offers additional instruction and mastery of construction of aircraft engines, electrical systems and wiring, ice and rain protection systems, reciprocating engine theory, and additional support within Powerplant topic areas to bolster theoretical instruction. The course completes the student's comprehensive understanding of aviation theory in order to prepare them for certification.

Systems and Overhaul Applications II

This course provides the student with experience and practice of content learned within the engineering and fabrication portion of the Aviation Maintenance Technology program. This practical application provides both a complete understanding of concepts and direct preparation for the FAA certification examination in these areas. This will include a review of the fundamental skills and knowledge within the various areas tested under the certification exam, as well as hands-on preparation for the oral and practical exam. The course offers additional instruction and mastery of turbine engine design, overhaul, and inspection, exhaust and airflow systems, engine starting systems and additional support within Powerplant topic areas to bolster theoretical instruction. The course completes the student's comprehensive understanding of aviation theory in order to prepare them for certification.

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